

THE FRANKLIN COUNTY BOARD OF SUPERVISORS HELD A SPECIAL CALLED MEETING ON TUESDAY, MARCH 3, 2015 AT 7:00 P.M., IN THE BOARD OF SUPERVISORS MEETING ROOM LOCATED IN THE GOVERNMENT CENTER, 1255 FRANKLIN STREET, SUITE 104, ROCKY MOUNT, VIRGINIA.

THERE WERE PRESENT: Cline Brubaker, Chairman
Charles Wagner, Vice-Chairman
Bob Camicia
Ronnie Thompson
C. B. Reynolds
Bobby Thompson
Leland Mitchell

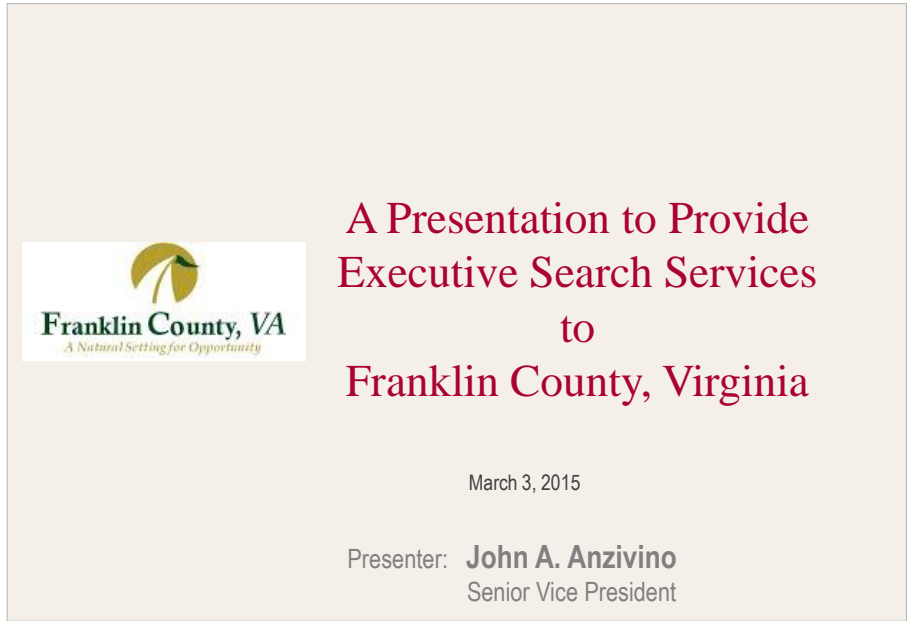
OTHERS PRESENT: Richard E. Huff, II, County Administrator
Sharon K. Tudor, MMC, Clerk

Cline Brubaker, Chairman, called the meeting to order.

PROCESS OF SELECTION FOR COUNTY ADMINISTRATOR

Richard E. Huff, II, County Administrator, introduced John Anzivino, Senior Vice President, Springsted, Inc.

Mr. Anzivino briefed the Board on the sketch out of services, develop the work plan and to pull a contract together. Mr. Anzivino offered the following PowerPoint for the Board's review and consideration:



Qualifications and Experience

- **One of the largest independent public advisory and human resource firms in the United States**
- Woman owned firm
- In business for over 50 years
- Headquartered in Saint Paul, Minnesota
- Additional offices located in the Richmond and throughout the country
- 70+ professional and technical staff
- Work for public-sector and non-profit clients: Counties, Cities, School Districts and Non-Profits
- Significant experience and knowledge of Virginia local government

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Human Resources Services

- Executive Search
- Performance Evaluation Systems
- Staffing Analysis/Forecasting
- Organizational Improvement Studies
- Compensation/Benefits Studies
- Automated Position Evaluation System “Systematic Analysis and Factor Evaluation” (SAFE®)
- Position Classification Studies
- Personnel Policies/Employee Handbooks

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Recruiting the Right Person To Manage the County’s Resources

Finding an experienced and highly trained professional to lead your County’s management team can be a *difficult* task

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National Presence

Waters/Springsted has a national presence in conducting quality executive search and human resources related work.



Gold reflects the states where Springsted's clients are located

Recent Virginia Experience

- Frederick County
- Culpeper County
- Spotsylvania County
- Stafford County
- Fauquier County
- Arlington County
- Orange County
- City of Winchester
- City of Richmond
- Rockbridge County
- Roanoke County
- City of Fredericksburg
- Town of Christiansburg
- Town of Blacksburg
- Hampton Roads PDC/TPO

The Waters/Springsted Team Will Work With the Board of Supervisors To:

Recruit the most qualified candidates that best meet the needs of the community and the organization

Executive Search Process

Franklin County Service Team

Blend of Local and National Professionals

- **John A. Anzivino** -- Senior Vice President, Mid-Atlantic Group Director and Lead Consultant
- **Chuck Rohre**-- Senior Vice President
- **Hailey Daniels** – Analyst

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The Executive Search Process

- Position analysis
- Recruitment and preliminary screening
- Identification of semi-finalists
- Selection of finalists/candidate presentation
- Interview coordination
- Employment negotiation
- Ongoing services

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The Consulting Team Will:

Initiate the Project by:

- Gathering information about Franklin County and the community
- Establishing working relationships with the Board of Supervisors and the County's Search Project Manager
- Refining project scope, procedures and timetable

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The Consulting Team Will: *(cont.)*

Analyze the position by meeting individually with the Board members to discuss the following parameters:

- Duties and responsibilities of the position
- Desired level of training and experience
- Preferred management and leadership style
- Compensation package and employment parameters
- Current issues the community is facing
- Expectations of public and community leaders

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The Consulting Team Will: *(cont.)*

- Meet with selected and key County staff to elicit their views on issues related to management style, key competencies and personality traits the ideal candidate should possess

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The Consulting Team Will: *(cont.)*

- Develop a ‘Community Profile’ which describes Franklin County, the organization and the County’s quality of life and challenges
- Widely distribute the ‘Community and Position Profiles’ to potential candidates

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The Consulting Team Will: *(cont.)*

Recruit and Advertise

- Actively seek, through direct personal contact, a wide range and diverse group of individuals who meet or exceed the County’s desired qualifications
- Place advertisements in national publications and professional journals
- Respond to inquiries about the position
- Ensure confidential treatment of applicants

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The Consulting Team Will: *(cont.)*

Acknowledge and Screen Candidates

- Receive, acknowledge, review and screen each application
- Identify those candidates whose qualifications most closely match the criteria established in the position profile
- Perform reference checks

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The Consulting Team Will: *(cont.)*

Present the Semi-Finalists to the Board of Supervisors by:

- Preparing and presenting a report containing recommended candidates
- Assisting the Board in narrowing the candidate pool to a more manageable number of candidates for interviews
- Facilitating the scheduling and conduct of interviews

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The Consulting Team Will: *(cont.)*

- Assisting in the Board's review of the candidates
- Performing additional background investigations
- Assisting with employment negotiation

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Waters/Springsted's Ongoing Services

- 180-Day review, if requested
- Commitment to provide an additional executive search, at no additional fee, if candidate voluntarily resigns, or is dismissed for cause during the first two (2) years of employment

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No Solicitation Policy

- Waters/Springsted feels very strongly that, once a candidate has accepted a position, that person has an obligation to be on the job for a good period of time
- Waters/Springsted will not actively recruit anyone whom we have placed with a client during their employment with that client

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Advantages in Selecting Waters/Springsted to Recruit Franklin County’s Next Administrator

- Ability to guide, coordinate and build consensus with and/or between the Board, staff and community leaders
- Well developed process that maximizes the number of qualified candidates from all socio-economic backgrounds
- Ensure confidentiality of all candidates up to the finalists

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Advantages in Selecting Waters/Springsted to Recruit Franklin County’s Next Administrator (cont.)

- Knowledge of and ability to recruit qualified and a diverse pool of candidates
- Handle all correspondence and inquiries
- Consistent evaluation of qualifications based on job criteria

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Advantages in Selecting Waters/Springsted to Recruit Franklin County’s Next Administrator (cont.)

- Standardized background and reference checks
- Presentation of materials in consistent and standardized fashion
- Continued interaction with applicants

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Advantages in Selecting Waters/Springsted to Recruit Franklin County’s Next Administrator (cont.)

- Close coordination with the County in developing interview procedures and questions
- Our experience within the state provides us with an understanding of Franklin County’s historical context and its current environment

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Advantages in Selecting Waters/Springsted to Recruit Franklin County’s Next Administrator (cont.)

Knowledge of Virginia, the Mid-Atlantic and Nation

- Service Team has significant Virginia and national experience
- Dozens of staff members in the field throughout the Nation
- Services we provide to clients enable us to observe Managers and Department Heads in a diverse range of situations
- 25 years of national Manager recruitment experience

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Some Questions You Might Have



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Discussion Items

- What is the most difficult search you have conducted?
- Is our search a typical County Administrator search process?
- What are the challenges for this executive search?
- Based on what you have learned about us, are there any concerns you have about generating an adequate pool of qualified candidates?

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Discussion items (cont.)

- What do you see as our (Franklin County’s) advantages, strengths and appeal to candidates...our challenges and obstacles?
- What specific sources will you use to generate candidates ?
- What publications will you utilize to recruit candidates?
- In your opinion/experience, what is the most challenging part of the screening process?

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Mr. John Anzivino, stated he felt the process could take up to 4 months with the chosen candidate giving their present employer up to a 60 day notice. Mr. Anzivino stated a thorough process should be utilized for this process. General discussion ensued.

Mr. Anzivino stated advised the Board the range for Franklin County would be \$20,500 to \$21,500; including advertising cost related to the position. Mr. Anzivino stated if the Board chose to hold a community meeting this would be an additional cost of service around, \$21,500. The Board expressed strong feelings regarding a community meeting for public's input for the selection of a new county administrator.

Mr. Ronnie Thompson, Boone District Supervisor, stated he would like to include Patricia Barnes to be included in the interview process for the selection of the county administrator.

(RESOLUTION #01-03-2015)

BE IT THEREFORE ORDAINED, by the Board of Supervisors to authorize the County Administrator to proceed with negotiations for a contract with Springsted, Inc. for recruitment of a new county administrator including the core package, as presented. The approximate cost of \$21,500 shall be paid from the Board’s Contingency.

MOTION BY: Bob Camicia

SECONDED BY: Charles Wagner

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Reynolds, Camicia, Thompson & Brubaker

POSSIBLE BUDGET CALENDAR AMENDMENTS

Mr. Huff shared with the Board a request from the School Board to move the date in March for their budget presentation to the Board of Supervisors from Tuesday, March 17, 2015 to Tuesday, March 24, 2015. General discussion ensued. The following calendars were submitted and review by the Board for their consideration:

March 2015							February 2015	April 2015
							SMTWTFS	SMTWTFS
1	2	3	4	5	6	7	1 2 3 4 5 6 7	5 6 7 1 2 3 4
8	9	10	11	12	13	14	8 9 10 11 12 13 14	12 13 14 15 16 17 18
15	16	17	18	19	20	21	15 16 17 18 19 20 21	19 20 21 22 23 24 25
22	23	24	25	26	27	28	22 23 24 25 26 27 28	26 27 28 29 30
29	30	31	1	2	3	4		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1:30PM - 5:00PM Board of Supervisors' Meeting (Gov. Ctr BOS Meeting Room) 7:30PM - 9:30PM School Board Budget Public Hearing (BFMS-W Lecture Room)						
	7:00PM - 10:00PM Adoption of School Budget by School Board to transmit to BOS (School Board Meeting)	6:00PM - 8:00PM BOS to Receive School Budget (Gov. Ctr. BOS Meeting Room)		6:00PM - 9:00PM BOS Budget Work Session (if needed) (BOS Meeting Room)				
		6:00PM - 9:00PM BOS/School Board Work Session (if needed) (Gov. Center BOS Meeting Room)		6:00PM - 9:00PM Budget Work Session (if needed) (BOS Meeting Room)				

April 2015							March 2015	May 2015
							SMTWTFS	SMTWTFS
29	30	31	1	2	3	4	1 2 3 4 5 6 7	3 4 5 6 7 8 9
5	6	7	8	9	10	11	8 9 10 11 12 13 14	10 11 12 13 14 15 16
12	13	14	15	16	17	18	15 16 17 18 19 20 21	17 18 19 20 21 22 23
19	20	21	22	23	24	25	22 23 24 25 26 27 28	24 25 26 27 28 29 30
26	27	28	29	30	1	2	29 30 31	31
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		6:00PM - 9:00PM BOS/School Board Work Session (if needed) (Gov. Center BOS Meeting Room)		6:00PM - 9:00PM Budget Work Session (if needed) (BOS Meeting Room)				
		6:00PM - 9:00PM Budget Work Session (if needed) (BOS Meeting Room)	BUDGET & TAX LEVY AD					
	Budget Ads to be in N...							
	Budget Ads to be in N...	1:30PM - 5:30PM BOS Meeting (Gov't Ctr BOS Meeting Room) 7:00PM - 9:00PM BOS Public Hearing (BFMS-East Auditorium)						
		6:00PM - 9:00PM Adoption of County Budget (Gov't Ctr BOS Meeting Room)						

The Board directed staff to work with the school board regarding the proposed updates to the presented budget dates.

Chairman Brubaker adjourned the meeting.

CLINE BRUBAKER
CHAIRMAN

SHARON K. TUDOR, MMC
COUNTY CLERK